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Ontario Department of Education

Junior High School Entrance

AND

Junior Public School Graduation Examinations

1916

**INSTRUCTIONS TO INSPECTORS, PRESIDING
OFFICERS, AND CANDIDATES**

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JUNIOR HIGH SCHOOL ENTRANCE EXAMINATION, 1916

Note.—The Regulations referred to in this circular are in all cases the High School Entrance Regulations as prescribed on pages 112-122 of the Public and Separate School Regulations of 1915. High School Entrance Examiners and Presiding Officers are advised to make themselves familiar with this issue of the Regulations, as it contains some provisions not found in the High School Entrance Regulations of 1914.

General Instructions

1. From time to time the Minister has impressed upon the High School Entrance Boards the necessity of requiring an adequate standard for the valuation of the answer papers and of observing strictly the Regulations prescribed for the tests in both Groups of the High School Entrance examination. In 1915 reasons were given for concluding that a number of the Boards were not duly observing the provisions of the Regulations for the valuation of the answer papers, the determination of the results of the examination, and the reporting of them to this Department. The Minister now notes with pleasure that the records of the 1915 examination indicate that much greater care was observed in these respects by the majority of the Boards throughout the Province. Accordingly, while expressing his appreciation of this fact, he again urges all Boards to continue to support loyally his efforts to secure the due and efficient organization of the school system.

Circular No. 7 contains the Regulations in respect to exemption from examination and to the granting of High School Entrance certificates to boys who engage in farm work.

Application for Admission

2. (1) The Junior High School Entrance examination in the subjects of Group II for 1916 will begin on Wednesday, the 21st of June, at 1.15 p.m., and will be conducted under the provisions of Sections 44-48 of the High Schools Act and of the High School Entrance Regulations of 1915, subject to the instructions herein contained.

(2) The dates and time-table for the examination in Group I shall be settled and duly announced by the Entrance Board.

(3) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned before April 15th, of the examination centre at which he purposed writing.

Instructions to Inspectors

3. (1) The Inspector shall notify the Deputy Minister not later than the 20th day of April in each year, on a Form supplied by the Department, of the number and location of the Entrance centres in his Inspectorate, the name and address of each Chief Presiding Officer, and the number of candidates desiring to be examined at each of such centres.

(2) Immediately after the notification prescribed in 3 (1) above the Inspector shall send to each Presiding Officer one copy of this Circular of Instructions.

(3) Blank Forms for the use of Principals in making their reports on the standing of candidates under Regulation 7 have been prepared by the Department of Education and will be sent to Inspectors *on request*. The number required should be stated. Some such form of report should be used in all Inspectorates.

Instructions to Presiding Officers

4. (1) On the receipt of the bag containing the question papers for the examination in the subjects of Group II the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and, when opened, the subjects and number of the envelopes containing the question papers should be verified with the time-table. Should any question envelopes be missing, he should *telegraph the Department at once*.

(2) On receipt of the envelopes from the High School Entrance Board, containing the question papers in the subject or subjects of Group I, the Presiding Officer shall see that *the seals are intact* and that the envelopes provide for all the subjects of the examination.

(3) The envelope containing the question papers in any subject shall not be opened until the time prescribed in the time-table for the examination in such subject prepared by the Department or by the Entrance Board, as the case may be.

5. Each Presiding Officer shall be in attendance at the place appointed for the examination at least fifteen minutes before the time fixed for the first subject and in ample time for each of the other subjects. He shall see that the candidates are supplied with the necessary stationery and seated so far apart as to afford reasonable security against copying. Under no circumstances shall two candidates be allowed to sit at the same desk, and the number of candidates under each Presiding Officer *shall not exceed forty*. A Presiding Officer shall not preside over his own pupils.

6. He shall open the envelope containing the question papers in each subject in the presence of one or more witnesses, at the time prescribed, and one copy shall be placed on each candidate's desk.

7. He shall exercise proper vigilance over the candidates to prevent copying, and shall allow no candidate to communicate with another, *nor permit any person except another Presiding Officer to enter the room during the examination*. No conversation or other noise which might disturb the candidates shall be allowed in or in the vicinity of the examination room.

8. He shall see that the candidates promptly cease writing at the appointed time, fold and endorse their answer papers properly, and in every respect comply with the instructions herein contained.

9. He shall transmit the answer papers of the candidates to the Examiners according to the instructions of the Entrance Board.

10. Where fees have been imposed, as provided in Section 47, subsection 5 of the High Schools Act, the Chief Presiding Officer at a centre shall collect such fees from the candidates and account for the same, as provided in Regulation 6 (5).

Instructions to Candidates

To be read to Candidates

11. Every candidate shall be in attendance at least fifteen minutes before the time at which the examination in the first subject is to begin, and shall occupy the seat allotted by the Presiding Officer. Any candidate desiring to move from his allotted place or to leave the room shall first obtain permission from the Presiding Officer to do so. Any candidate leaving shall not return during the examination in the subject then in hand.

12. Every candidate shall write his answers only on one side of the paper. He shall number each answer, and shall arrange the sheets numerically, according to the questions, folding the sheets once crosswise, and endorsing each of them with his name, the name of the subject, and the name of the centre at which he is examined. A paper shall not be returned to a candidate after being placed in the hands of the Presiding Officer.

13. Any candidate who is found copying from another or allowing another to copy from him, or who brings into the examination room any book, note, or paper having any reference to the subject on which he is writing, shall be required by the Presiding Officer to leave the room, and the papers of all the guilty parties shall be cancelled.

14. In the case of the absence of a candidate from all or any part of the examination through illness or other unavoidable cause, full particulars accompanied by a medical certificate shall be submitted to the Entrance Board immediately after the close of the examination.

Appeals

15. (1) Any appeal against the standing of any candidate shall be made first to the Entrance Board not later than Tuesday, August 29th.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Deputy Minister before Tuesday, September 5th, and on paying a fee of \$2.00, which will be returned if the appeal is sustained.

(3) The attention of Presiding Officers is directed to Examination Circular 163.

Allowances for Services

16. (1) The allowances for presiding at the examination and for travelling expenses are prescribed in Regulation 20.

(2) The allowances for the setting of question papers for Group I and the reading of answer papers for Groups I and II are prescribed in Regulation 21.

(3) The total remuneration of the Secretary or of the Assistant Secretary for secretarial work and for reading answer papers, whether he is Secretary for one, or for more than one Entrance Board, shall not exceed the amount provided for each of the other members of an Entrance Board under Regulation 17 (2).

Report

17. (1) Each High School Entrance Board shall submit to the Minister a report of the Entrance tests in Groups I and II in three parts, as required by Regulation 23.

(2) The report shall be sent by mail to the Deputy Minister of Education as early as possible and not later than July 8th.

Answer Papers

18. (1) The Board shall send per prepaid express, concurrently with the sending of its report, the answer papers in Groups I and II of all the candidates whose names appear on Parts II and III of the report, and copies of the question papers, if any, for the examination of Group I [see Reg. 5 (1)] together with a statement of the percentage standard set. The answer papers for each centre shall be arranged by subjects and tied in one parcel, and the parcels for the several centres shall be returned in one of the bags provided.

(2) The bag in which the question papers are shipped to the Presiding Officer, shall be returned to the Department (charges prepaid) *at the same time* as the reports are sent.

(3) The answer papers of candidates, except as stated in instruction 18 (1) above, or when required by the Minister, shall not be forwarded to the Department, but shall be retained by the Chairman until May 31st of the following year.

JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATION, 1916

Application for Admission

1. (1) The Junior Public School Graduation Diploma examination for 1916 will begin on Friday, June 16th, at 9.00 a.m., and will be conducted under the provisions of Public and Separate School Regulations 1-8, pages 109-111.

(2) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned, before April 15th, of the examination centre at which he purposed writing.

Instructions to Inspectors

3. (1) The Inspector shall notify the Minister not later than the 20th day of April, on a Form supplied by the Department, of the number and location of the Junior Graduation centres in his Inspectorate, the name and address of each Chief Presiding Officer, and the number of *bona fide* candidates at each of such centres. Where practicable the Chief Presiding Officer for this examination shall be the same for the Junior High School Entrance examination at the same centre.

(2) Forms for the use of the Principal in making his report on the standing of candidates in accordance with Regulation 7, page 111, have been prepared by the Department and will be sent to Inspectors on request.

Instructions to Boards

4. (1) As the Junior Public School Graduation Diploma examination, wherever held, is to be conducted by the High School Entrance Board, each Board concerned shall include, when necessary, members competent to examine in Art, Elementary Science, Book-keeping and Writing, Manual Training, Household Science, and Agriculture and Horticulture.

(2) As the examination in Reading is to include questions on the principles and is to be conducted by a member of the High School Entrance Board, it shall be the duty of the Board to select a competent examiner.

5. For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Boards.

6. The Board shall make all arrangements for reading the answer papers, settling the results, reporting them to the Department *not later than July 8th* on the Form supplied, publishing the results, and issuing the Diplomas to the successful candidates. The Diplomas will be sent by the Deputy Minister to the Secretary of the Board as soon as its report is approved.

7. The Writing of the obligatory subjects shall be judged from the answer papers in one of the other subjects. This subject shall be determined by the High School Entrance Board, while the answer papers are being read, and shall not be communicated to the candidates.

8. In settling the results of this examination and in reporting them to the Department, the Board shall be governed, *mutatis mutandis*, by the Instructions in the case of the Junior High School Entrance examination.

Instructions to Presiding Officers and Candidates

9. (1) The duties of the Presiding Officers shall be those prescribed in the case of the Junior High School Entrance examination, except that in the collection of fees he shall also be governed by Reg. 8 (2), page 111.

(2) The duties of candidates shall be those prescribed in the case of the Junior High School Entrance examination.

Appeals

10. (1) Any appeal against the standing of any candidate shall be made first to the Entrance Board not later than Tuesday, August 29th, 1916.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Deputy Minister before Tuesday, September 5th, 1916, and on paying a fee of \$2.00, which will be returned if the appeal is sustained.

TIME-TABLES, 1916

JUNIOR HIGH SCHOOL ENTRANCE AND JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATIONS

Before candidates at either examination begin writing on their first paper, the Presiding Officer (at 8.45-9.00 a.m. or 1.15-1.30 p.m.) shall read and explain to them the "Instructions to Candidates," see page 5.

DATE	HOUR OF EXAMINATION.	JUNIOR HIGH SCHOOL ENTRANCE.	JUNIOR PUBLIC SCHOOL GRADUATION.
16th June.	A.M. 9.00-11.30	Manual Training or Household Science..
	P.M. 1.30- 4.00	Agriculture, or Shorthand and Typewriting.
19th June.	A.M. 9.00-11.30	Book-keeping and Writing. Art.
	P.M. 1.30- 4.00	Elementary Science. Canadian History.
20th June.	A.M. 9.00-11.30	Algebra.
	P.M. 1.30- 3.30	Composition....	
	P.M. 1.30- 4.00	Composition.
	P.M. 3.40- 4.25	Spelling.....	
22nd June.	A.M. 9.00-11.30	Arithmetic.....	Arithmetic.
	P.M. 1.30- 4.00	Literature.....	Literature.
23rd June.	A.M. 9.00-11.00	Eng. Grammar..	
	9.00-11.30	English Grammar.
	11.00-12.00	Writing.....	
	11.40-12.30	Spelling.
	P.M. 1.30- 3.30	Geography.....	Geography.
	1.30- 4.00	

Note.—(1) For the examination in Book-keeping and Writing, candidates should provide themselves with rulers.

(2) For the examination in Art, candidates should come supplied with rulers, pencils, compasses, erasers, pens, water-colours, and brushes. They will also need water-pans and a convenient supply of water.

(3) For the examination in Manual Training, candidates should provide themselves with drawing boards, tee squares, set squares, rulers, compasses, and erasers.

(4) The examinations in Oral Reading may be taken either from 4 to 5 p.m. on any day of the examination or at such other times as will cause least inconvenience to the candidates. The examiner is reminded that the examination in Reading at the Junior Public School Graduation examination shall include questions on the principles based on the passages read. Of the 50 marks for Reading a maximum of 15 marks shall be assigned to this. See Public School Regulation 6 (2), page 111.

(5) For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Board.